

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110048-3

<b>REPORTS INVENTORY</b>						CONTROL NO. <b>DDS/OF-116</b>							
PREPARE IN DUPLICATE													
1. TITLE OF REPORT (If a fill-in report include Form No.)  <b>Emergency Plan</b>						2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><input type="checkbox"/></td> <td>STATISTICAL</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NARRATIVE</td> </tr> <tr> <td><input type="checkbox"/></td> <td>MACHINE-NAME LISTING</td> </tr> </table>		<input type="checkbox"/>	STATISTICAL	<input checked="" type="checkbox"/>	NARRATIVE	<input type="checkbox"/>	MACHINE-NAME LISTING
<input type="checkbox"/>	STATISTICAL												
<input checked="" type="checkbox"/>	NARRATIVE												
<input type="checkbox"/>	MACHINE-NAME LISTING												
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)							
		LOGISTICS		<input checked="" type="checkbox"/> SECURITY									
		MEDICAL		FINANCE									
4. NO. OF COPIES PREPARED  3		5. FREQUENCY (weekly, monthly, quarterly, etc.)  as required for updating				6. DISTRIBUTION (No. of components not number of copies)  2							
7. FORMAT (memorandum, form computer print-out, etc)  Memo & form		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT  25X1							
		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO.		<input checked="" type="checkbox"/> NO									
10. PREPARING COMPONENT (Include lowest level contributing information to report)  OF/SS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)									
<b>12. COST FACTORS</b>													
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>													
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR						
GS-10	\$ 5.75		1		\$ 5.75		3 est \$ 17.25						
GS-13	9.94		1/4		2.49		3 est 7.47						
			1 1/4		\$ 8.24		\$ 24.72						
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>													
<b>TOTAL COSTS PER YEAR</b>						<b>\$ 24.72</b>							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Current listing of Finance Personnel to be activated in case of emergency requiring relocation.													
<b>14. FUTURE GOALS</b>													
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><input type="checkbox"/> RETAIN AS IS</td> <td><input checked="" type="checkbox"/> OTHER (explain) to be determined by EPO/CIA</td> </tr> <tr> <td><input type="checkbox"/> CHANGE</td> <td></td> </tr> <tr> <td><input type="checkbox"/> DISCONTINUE</td> <td></td> </tr> </table>						<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain) to be determined by EPO/CIA	<input type="checkbox"/> CHANGE		<input type="checkbox"/> DISCONTINUE		MAN-HOURS	DOLLARS
						<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain) to be determined by EPO/CIA						
						<input type="checkbox"/> CHANGE							
<input type="checkbox"/> DISCONTINUE													
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION						
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